

Spec. Code: 0318
Occ. Area: 04
Work Area: 026
Prob. Period: 6 mo.
Prom Line: None
Effective Date: 06/03/92

RECYCLING ASSISTANT

Function of Job

Under general supervision from a designated supervisor, to provide assistance in the operation, promotion, and management of a campus recycling program.

Characteristic Duties and Responsibilities

1. assists in the operations of a campus recycling program, such as--
 - a) making inspections to ensure waste containers are properly labeled and in proper locations throughout campus, in accordance with university health and safety policies, and to ensure containers are adequately clean, accessible, and of sufficient size
 - b) coordinating collection schedule with custodial staff, route drivers, student workers, and building representatives and informing them of schedule changes
 - c) answering inquiries regarding existing procedures for disposal, collection schedules, etc.
 - d) assisting route driver with loading and unloading materials
 - e) supervising student workers in the completion of their assigned tasks
2. assists in the promotion of the program, such as--
 - a) assisting in the design of and coordinating the printing of promotional/instructional literature and ensuring that it is posted at designated locations or distributed to proper personnel
 - b) assisting recycling coordinator with training/promotional seminars as requested by performing such activities as compiling information, obtaining audio/visual resources, and scheduling facilities
3. assists in the management of the program, such as--
 - a) documenting information about collections, quantities, materials, markets, etc. and relaying concerns, along with suggestions for improvements
 - b) distributing and tabulating campus surveys and questionnaires regarding recycling

- c) making recommendations regarding recycling equipment needs (containers, bailers, toters, etc.)
- 4. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1. high school graduation or equivalent
- 2. (A) one year of work experience related to recycling, promotion (such as patron service), or management

or

(B) 12 semester hours of college credit in fields related to recycling (such as environmental health, safety, or ecology), promotion (such as verbal or visual communications, public relations, marketing, education or psychology), or management

or

(C) a combination of "a" and "b" computer on a proportional basis

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. skill in communicating effectively with others
- 2. ability to analyze problems and develop solutions

Recycling Assistant..... New
